



# Job Loss Analysis

ID No: 2000071 Status: losed

Original Date: 04/14/2010  
Last Review Date:

## Organization:

SBU: GMfg  
BU: Richmond Refinery  
Work Type: Process Engineering  
Title (Work Activity): Vacation Coverage  
Site/Region:

Personal Protective Equipment (PPE)	Selected	Comments
Proper PPE per your Refinery Guidelines	Y	

## Reviewers

Reviewers Name	Position	Date Approved
Michelle Johansen	Process Engineering Manager—RI Refinery	4/14/2010

## Development Team

Development Team Member Name	Primary Contact	Position
Aaron Sims	Y	Lead Process Engineer
Charles Odumah		Process Engineer
Dami Dawodu		Process Engineer
Katie Kabler		Process Engineer

## Job Steps

No	Job Steps	Potential Hazard	Critical Actions
1	Provide a list of daily duties required of Process engineer on the unit(s) to be covered and train back-up on plant monitoring.	1. Lack of knowledge on daily issues can lead to environmental/profit loss	1a. Provide morning check sheet (if available) 1b. Provide environmental PMO/CEV's 1c. Indicate daily guidelines if covering for Lead position (such as absence reporting)

2	Provide list of contacts familiar with plant operation	1. Issues arise that are outside of the skill set of the person covering	1a. Check current org chart for backup coverage personnel 1b. List Operations personnel that could help with issues
3	Notify coverage personnel of important meetings	1. Stakeholders don't get updated during meetings, loss of information	1. Forward all pertinent meeting makers to Process Engineering coverage
4	Cancel or decline any pertinent meeting requests.	1. Lost time due to stakeholders showing up for a canceled meeting. 2. Meeting is held without Process Engineering support.	1. Decline or cancel any pertinent meeting requests in Outlook.
5	Turn Microsoft Outlook Out of Office Assistant on.	1. E-mail is unanswered in a timely manner for an emergency situation.	1. Go to Tools>Out of Office Assistant. Indicate backup contact information and return date.
6	Change Voicemail Message	1. Urgent issues are not answered.	1. Change voicemail message per phone instructions. Indicate backup contact information and return date.
7	Check Process Engineering contact list to ensure correct backups are listed.	1. Operations contacts wrong backup.	1. Check or update Process Engineering organization chart. Update backup information if necessary.
8	Notify ABU and Process Engineering leadership of your absence.	1a. Operations contacts wrong backup. 1b. Urgent issue missed due to coverage confusion.	1. Send e-mail to Lead Process Engineer, Process Engineering Team Leader, Process Engineering Manager, Section Head, Business Unit Manager, and Shift Team Leaders indicating out of office and anticipated return date.
9	When you return from vacation, check-in with your back-up coverage to review relevant issues	1. Lack of knowledge on daily issues can lead to environmental/profit loss	1a. List ongoing issues 1b. Review required follow-up